

# Tennessee Agricultural Enhancement Program



## 2021 Application B

### Producer Diversification

**Agritourism • Fruit and Vegetable • Honey Bee  
Horticulture • Organic • Value-Added Products**

**Application Period**

**October 1 – 7, 2021**

#### Application Guide

TAEP Overview.....2	Fruit and Vegetable .....8	Preparing Application B .....18
Producer Diversification Overview...3	Honey Bee .....10	Application B Proposal Instructions...20
Eligibility Requirements .....4	Horticulture.....12	Special Requirements.....22
Program Requirements.....5	Organic .....14	Reference Page .....24
Agritourism.....6	Value-Added .....16	Application B Form.....25

# TAEP Overview

The Tennessee Agricultural Enhancement Program (TAEP) was established in 2005 to provide cost share dollars to agricultural producers for the purpose of making long-term investments in Tennessee farms and communities. Participation allows producers to maximize farm profits, adapt to changing market situations, improve operation safety, increase farm efficiency, and make a positive economic impact in their communities.

More than \$207 million has been invested in 68,748 producer projects from 2005 through 2020. **Each TAEP dollar generates \$6.09 in local economies.**

## Application Period

The 2021 application period is open for seven days: October 1-7, 2021.

## Eligible Purchase Dates

Program purchases can be made starting October 1, 2021 and must be completed by the program reimbursement request deadline.

## Approval Notification

Approval notifications are scheduled to be mailed in mid-December. Reimbursement packets will be mailed in January 2022.

## Reimbursement Request Deadlines

The reimbursement request deadline for Producer Diversification is August 1, 2022.

Payments are based upon expenses incurred for eligible program items.

2021 TAEP Application B		
Sector	Reimbursement Maximum*	Reimbursement Request Deadline
Agritourism Fruit & Vegetable Honey Bee Horticulture Organic Value-Added Products	\$12,000	August 1, 2022
* Final maximums will be determined based upon overall demand for cost share funding.		

## Program Changes

### Program Maximum

The program reimbursement maximum for Producer Diversification is \$12,000.

### Priority Projects

Priority is given to projects that focus on long-term use and on improving or increasing current farm operation production. To ensure long-term investments, items requested must be able to meet the five (5) year verification period to be considered for cost share.

### Complete Application Submission

Required materials include: TAEP Application B form, proposal questionnaire, project budget, and project cost quotes. Additional information such as designs, diagrams, dimensions, and/or photos are encouraged to help further explain requested projects. **Incomplete submissions will be considered low priority and less competitive. See pp. 19 – 21 when preparing for the proposal.**

## Attention Hemp Producers

Hemp projects are currently not eligible for TAEP cost share. Opportunities may be available in the future as this emerging market continues to develop in Tennessee.

# Producer Diversification Overview

## Producer Diversification Overview

The goal of the Producer Diversification program is to encourage agricultural producers to expand or improve their working farm/existing operation through the production of diversified agricultural products. This program provides cost share opportunities for industry sectors of Agritourism, Fruit & Vegetable, Honey Bee, Horticulture, Organic, and Value-Added Products. Project categories include farm infrastructure, marketing, and specialized equipment.

## Application Proposal, Budget, and Cost Quotes

The Producer Diversification program requires the applicant to submit an application form and a written proposal using the proposal questionnaire template. The proposal questionnaire template outlines the applicant's agricultural operation(s), previous TAEP history, marketing plan, proposed project(s), line-item project budget(s), and special requirement attendance – if requesting 50% cost share. Written cost estimates from each vendor/supplier are also required with the application proposal. Researching all costs associated with each proposed project is extremely important. Providing a line-item budget allows the review committee to make adjustments to the budget if there are items listed which are not approved. This allows for a partial project approval if needed. Funding allocation is based upon the final approved budget and the cost share percentage requested. Allocation amounts cannot exceed the program maximums.

**Applications are competitively evaluated by industry sector according to each individual project. Projects are identified primarily by the sector in which they are eligible.**

If approved, the applicant must pay for and complete all approved projects prior to submitting their cost share reimbursement request. Only one reimbursement payment is allowed per program.

## Application Evaluation

Applications must merit financial support, clearly state objectives, provide a sound work plan, and prove applicant expertise necessary to successfully complete project(s). **Only complete applications that include sufficient information will be considered for evaluation.** An onsite visit or meeting may be required as part of the evaluation process. **All committee decisions are final.**

## Proposed activities must:

- Demonstrate significant potential for increasing farm income
- Be market driven and have a viable marketing plan
- Establish something new, not maintain on-going projects
- Meet all state and local food safety and regulatory requirements
- Produce long-term benefits for the farm

## Project Examples

Project Description	Sector
Restrooms for public use	Agritourism
Retail shelters for farm produce	Agritourism
Greenhouse for growing vegetables	Fruit & Vegetable
Irrigation for farm produce	Fruit & Vegetable
Honey processor/facility	Honey Bee
Apiary expansion	Honey Bee

Project Description	Sector
Packing facility	Horticulture
Loading area/dock	Horticulture
Flail mower	Organic
Irrigation for pumpkins	Organic
Processing equipment for on-farm products	Value-Added Products
Walk-in freezer for farm-fresh meats	Value-Added Products

## Standard Producer (35%) and Master Producer (50%)

Each sector allows for two cost share percentage options – 35% and 50%. All approved applicants are eligible for 35% (Standard Producer) cost share. To be eligible for 50% (Master Producer), the approved applicant must complete the special requirements for the sector in which their project is eligible. Special requirements focus on education and include conferences, courses, events, workshops, and specific certifications. Attendance is verified and the registered name must match the approved applicant to be eligible for 50% cost share.

# Eligibility Requirements

## To be eligible for TAEP cost share, applicant must:

1. Be a citizen of the United States of America or lawfully present in the United States.
2. Be at least 18 years old during the application period.
3. Be a Tennessee resident residing in Tennessee and operating a farm\* in Tennessee. Documentation may be requested to verify applicant has established residency in Tennessee.

\*A **farm operation** may be owned and operated by a single individual, multiple individuals, company, corporation or a partnership located in Tennessee. A farm operation may involve the production of multiple agricultural products and may have multiple locations in Tennessee. **Only one person from the farm operation is eligible to apply for TAEP Application B cost share.**

4. Have filed a Federal IRS Schedule F (Form 1040), Profit or Loss from Farming, within the last two years (2019 or 2020).

Applicant will not be required to submit a copy of their Schedule F at the time of application. However, applicant may be asked to submit a copy of their Schedule F prior to TAEP approval to verify their farming operation. If your operation does not file a Schedule F, please contact TAEP about alternate documentation to verify farming status.

5. Have an Adjusted Gross Income (AGI) of less than (or equal to) \$900,000 in the tax year 2019 or 2020.

## IMPORTANT

Certifications, permits, and other eligible requirements as specified by sector must be completed by the applicant. No substitutions allowed.

## Tennessee Department of Agriculture may:

- Accept, modify, or reject any or all requests.
- Modify program criteria, approval, and payment processes.
- Provide partial funding for specific activity components that may be less than the full amount requested.
  - Require additional information from the applicant.
  - Deny payments for projects that do not meet requirements.

# Program Requirements

## Application

1. Applications must be submitted during the application period October 1 – 7, 2021.
  - Applications may be submitted by one of the following methods:
    - Mail — applications must have a postmark date ranging from October 1 - 7, 2021
    - Hand delivery to TDA, Holeman Building, 424 Hogan Road, Nashville, TN 37220 between October 1 – 7, 2021 during normal business hours
  - Applications will not be accepted if faxed or emailed.
  - Applications are ineligible if postmarked or received prior to October 1 or after October 7, 2021.
2. Application B cost share requests are evaluated on a competitive basis by industry sector.
  - Only complete applications that include sufficient information will be considered for evaluation.
  - **All committee decisions are final.**
3. Applicant may only submit one Application B per farm operation\*, per Federal IRS Schedule F, per person, per application period.

\*A **farm operation** may be owned and operated by a single individual, multiple individuals, company, corporation or a partnership located in Tennessee. A farm operation may involve the production of multiple agricultural products and may have multiple locations in Tennessee. **Only one person from the farm operation is eligible to apply for TAEP Application B cost share.**

4. Applicant will be notified in writing of approval or disapproval. Notifications will be mailed mid-December.
5. Reimbursement packet supersedes all information printed in the application booklet.

## Reimbursement

1. Receipts dated prior to October 1, 2021 are not eligible. **All items, regardless of backorder status, must be purchased by the program reimbursement deadline.** Backordered items may be ineligible for cost share if not delivered to the farm by the program deadline.
2. Receipts for in-kind services are not eligible. Trade-in value is not eligible.
3. Used equipment, used materials, and leased equipment are not eligible for cost share reimbursement.
4. Labor provided by applicant is not eligible for cost share reimbursement.
5. Applicant cannot be reimbursed for purchases from a business where applicant participates in ownership (producer cooperatives excluded).
6. Applicants cannot combine projects with other applicants and submit more than one reimbursement for the same item.
7. Reimbursement documentation must be postmarked by the reimbursement request deadline. Additional processing time is required for incomplete reimbursement requests and requests submitted within one month of the program deadline. It is recommended that you submit your reimbursement request as soon as your project is completed.
8. There can only be one reimbursement payment per cost share approval. Projects must be completed by reimbursement request deadline.

## Verification

1. Applicant must utilize equipment and structures reimbursed with cost share funds for the intended purpose of the program for a minimum of **five (5)** continuous years from date of purchase.
2. Site visits relating to the performance of the project before, during, and after completion may take place. Site visits may include verification of program eligibility to ensure applicants meet eligibility and minimum livestock/acreage requirements for chosen program(s).
3. Applicant may be required to repay funds for failure to comply with all aspects of the cost share guidelines.
4. Providing any false, fraudulent, or misleading information may result in penalties and/or make the applicant's operation ineligible to participate in present and/or future Tennessee Department of Agriculture programs for a minimum of five years and may result in civil litigation or criminal prosecution.

# Agritourism Sector

## Who is an Agritourism Producer?

For the purposes of TAEP, an eligible Agritourism working farm offers on-the-farm experiences relating to production agriculture for a fee and is aimed at increasing profitability of the operation.

- Farm education (tours of production agriculture)
- Farm activities (pick your own, fee-fishing)
- Farm fun (corn maze, hayrides)
- Farm purchases (retail sales of farm's agricultural products)

## Agritourism Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Agritourism projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, approved applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2022. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Agritourism Special Requirements** – applicant must complete one of the following options to qualify for 50%

**Option #1:** Agritourism educational courses (2) – applicant must attend two eligible events; see special requirements list

**Option #2:** UT Master certification (1): Farm Manager, Farm Family Health & Wellness

- Applicant must have participated in special requirements from 2018 – 2022.
- The name registered for the special requirement must be the same name as the individual applying for cost share funding.
- The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23.
- Recertification is required if master course was completed prior to 2018.
- Contact your local UT Extension Agent if you are unsure the year your master certificate was issued.

## What Agritourism Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 7.

### Competitive Projects - Agritourism

- **Priority is given to projects focusing on long-term public use considerations which increase opportunities for profitability.**
- Preference will be given to projects that focus on agricultural education and production over agricultural entertainment. Examples of agricultural entertainment include weddings, concerts, bed and breakfasts, trail rides, playgrounds, etc.
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Agritourism Sector

## Eligible Agritourism Items

- |   |   |
|---|---|
| DVD – educational, not for resale   | Restroom facilities*  |
| Educational Pavilion - educational use only                                   | Retail shelters*  |
| Hand washing stations   | Safe way areas*   |
| Handicap accessible areas*  | Seating   |
| Hayride wagon – safety or education   | Security camera system  |
| Lighting – public areas   | Signs* - <i>to promote farm operation, provide directions, farm safety, or ag education; must provide a mock up of design with dimensions</i> |
| Parking areas (new) – include dimensions and # of parking spots to be created | Tables  |
| • Gravel or pavement  | Tents   |
| • Geotextile preferred for gravel   | Website development – no fees   |
| Public address (PA) systems – safety or educational                           |   |
- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
  - All eligible items requested may not be approved due to the competitive evaluation of the program.
  - To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

\* Include dimensions and designs with project proposal.

## Ineligible Agritourism Items – Most commonly requested

\*For the purpose of TAEP, preference will be given to projects that focus on agricultural education and production over agricultural entertainment/other. Examples of agricultural entertainment/other includes but is not limited to: weddings, concerts, bed and breakfasts, farm stays, campgrounds, canoe rentals, trail rides, playgrounds, parks, event centers, concert venues etc.

Advertising	Land – clearing of
AirBNB projects	Livestock
Alarm/security systems	Maintenance of – existing structures, gravel projects, equipment, items, parking lots, etc.
Arena/Barn – livestock, storage	Meeting expenses
Bed & Breakfast projects	Merchandise
Brochures	Motorized vehicles – ATV, forklift, tractor
Building – storage	Motorized rides
Building – show facility	Office equipment
Cash register/point of sale system	Permits
Campground/park projects	Park/campground projects
Chair racks/carts	Playground equipment
Computers	Printing
Concert/event venue projects	Product development
Concession stands/kitchens	Property – purchase or debt payment
Containers – bottles, pots, packaging	Renovations of existing structures
Driveways, trails, paths, roads, etc.	Replacing existing equipment, items etc.
Electrical consumption	Salaries, wages, benefits
Event/wedding pavilions and projects	Signage that is not farm related nor promoting ag education
Farm stay projects	Software
Fees – membership	Store – for resale of goods
Fencing	Table carts/racks
Flyers – promotional	Trade show expenses
Fuel	Trailers – livestock; utility
General inputs	<b>Used equipment</b>
Giveaway items	Water source creation – ponds/wells
Golf Carts	Website – annual or hosting fees
Hemp projects	Wedding/event pavilions and projects
Landscaping	



# Fruit and Vegetable Sector

## Who is a Fruit and Vegetable Producer?

For the purposes of TAEP, an eligible Fruit and Vegetable operation is involved in the production of produce for sale and is aimed at increasing profitability of the operation.

- Fruit and vegetable grower
- Pumpkin producers
- Viticulture – grape production only

## Fruit and Vegetable Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Fruit & Vegetable projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, approved applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2022. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Fruit & Vegetable Special Requirements** – applicant must complete one of the following options to qualify for 50%

**Option #1:** Fruit & Vegetable educational courses (2) – applicant must attend two eligible events; see special requirements list

**Option #2:** UT Master certification (1): Farm Manager, Farm Family Health & Wellness

**Option #3:** Good Agricultural Practices (GAP) – applicant must have GAP certification and current letter of compliance at time of reimbursement

- Applicant must have participated in special requirements from 2018 – 2022.
- The name registered for the special requirement must be the same name as the individual applying for cost share funding.
- The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23.
- Recertification is required if master course was completed prior to 2018.
- Contact your local UT Extension Agent if you are unsure the year your master certificate was issued.

## What Fruit and Vegetable Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 9.

### Competitive Projects - Fruit and Vegetable

- **Priority is given to long-term projects that focus on improving or increasing production.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.



# Fruit and Vegetable Sector

## Eligible Fruit and Vegetable Items

<p>Apple/peach liners</p> <p>Bladder press – viticulture</p> <p>Crusher/destemmer</p> <p>Cold storage*</p> <ul style="list-style-type: none"> <li>• Chilling units – not for AC units</li> <li>• Freezer</li> <li>• Walk-in cooler</li> </ul> <p>Fan – greenhouse</p> <p>Fertilizer equipment</p> <p>Field planter</p> <p>Fruit stock - new expansion only</p> <ul style="list-style-type: none"> <li>• Apples</li> <li>• Blackberries</li> <li>• Blueberries</li> <li>• Grapes</li> <li>• Peaches</li> <li>• Raspberries</li> </ul> <p>Gravel*</p> <ul style="list-style-type: none"> <li>• Foundation</li> <li>• Propagation area</li> <li>• Geotextile</li> </ul> <p>Hand washing stations for workers</p> <p>Harvest bins/lugs</p> <p>Greenhouse*</p> <ul style="list-style-type: none"> <li>• Hydroponic</li> <li>• Overwintering</li> <li>• Production</li> <li>• Shade system</li> </ul> <p>Heater – greenhouse</p>	<p>High tunnel/hoop-house*</p> <p>Irrigation</p> <ul style="list-style-type: none"> <li>• Controller system</li> <li>• Fertigation system</li> <li>• Filter system</li> <li>• Frost protection</li> <li>• Overhead</li> <li>• Pivot</li> <li>• Pond liner</li> <li>• Pump</li> <li>• Storage tanks</li> </ul> <p>Lighting – not for aesthetics</p> <ul style="list-style-type: none"> <li>• Greenhouse*</li> <li>• Pavilion/retail shelter*</li> </ul> <p>Loading area/dock*</p> <p>Mechanical harvesters</p> <p>Mulch machine</p> <p>Must pump – fruit juices only</p> <p>Packing facility*</p> <ul style="list-style-type: none"> <li>• Structure</li> <li>• Electrical</li> <li>• Plumbing</li> <li>• Packing line/washing equipment</li> </ul> <p>Permanent restroom facilities for workers</p> <ul style="list-style-type: none"> <li>• Standalone structure from packing facility</li> <li>• Sinks/toilets</li> <li>• Electrical</li> <li>• Plumbing</li> </ul>	<p>Pest control</p> <ul style="list-style-type: none"> <li>• Bird control netting</li> <li>• Sprayer</li> <li>• Wildlife barriers</li> </ul> <p>Plastic mulch layer/lifter</p> <p>Plastic pallets (food grade only)</p> <p>Production line equipment</p> <p>Pruner – mechanical</p> <p>Signs*</p> <p>Sink – produce washing</p> <p>Soil mixer</p> <p>Spray equipment</p> <p>Sprayer</p> <p>Thermostat – greenhouse</p> <p>Trellis materials – berries and vines</p> <p>Vineyard hoe</p> <p>Website development – no fees</p> <p>Wood boiler</p>
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- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.
- To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

\* Include dimensions and designs with project proposal.

## Ineligible Fruit and Vegetable Items – Most commonly requested

<p>Advertising</p> <p>Brochures</p> <p>Building – storage</p> <p>Chemicals</p> <p>Computers</p> <p>Concession stands/kitchens</p> <p>Containers – bottles, pots, packaging</p> <p>Drip tape</p> <p>Driveways, trails, paths, roads, etc.</p> <p>Electrical consumption</p> <p>Fees – membership</p> <p>Fencing</p> <p>Fertilizer</p> <p>Fuel</p> <p>Giveaway items</p> <p>Golf cart</p> <p>Growing buckets/pots</p> <p>Hand tools</p>	<p>Hemp projects</p> <p>Insecticides</p> <p>Labor – applicant</p> <p>Landscaping</p> <p>Land – clearing of</p> <p>Maintenance of existing structures, equipment, items, replacing existing/damaged/aged fruit/plant stock, etc.</p> <p>Meeting expenses</p> <p>Merchandise</p> <p>Motorized vehicles – ATV, forklift, tractor</p> <p>Mower</p> <p>Office equipment</p> <p>Paper chain pots</p> <p>Permits – or certifications</p> <p>Pesticides</p> <p>Plants – liners/plugs</p> <p>Product development</p>	<p>Property – purchase or debt payment</p> <p>Replacement of existing/damaged/aged fruit/plant stock</p> <p>Replacement of equipment/irrigation/ existing items or structures</p> <p>Renovations of existing structures</p> <p>Seeds – produce, nursery, flowers, etc.</p> <p>Software</p> <p>Soil/mediums</p> <p>Store – general</p> <p>Trade show expenses</p> <p>Trailers – livestock; utility</p> <p><b>Used equipment</b></p> <p>Water source creation – ponds, wells</p> <p>Website – annual or hosting fees</p> <p>Winemaking equipment - see <i>Value-Added Products sector pp. 16 - 17</i></p>
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# Honey Bee Sector

## Who is a Honey Bee Producer?

For the purposes of TAEP, an eligible Honey Bee producer must meet the minimum requirements of beekeeping experience and number of existing colonies as outlined below in Honey Bee Applicant Requirements.

## Honey Bee Applicant Requirements

### Experience

- Minimum experience of five (5) years and current ownership of at least fifteen (15) existing colonies is required to participate.
- Minimum experience of five (5) years and current ownership of at least thirty (30) existing colonies is required to request cost share for construction of a TDA licensed and inspected Honey Processing Facility.
- Applicant must report experience and number of hives in application proposal to be eligible.
  - If the applicant has assisted other beekeepers and mentors in working directly with bees, he or she may count this hands-on experience toward the requirements. The applicant must list the beekeeper's name, contact information, and length of time spent assisting this beekeeper for this experience to be considered.
  - There is not a year requirement for ownership of hives but applicants must own required number of hives at time of application.

### TDA Consumer & Industry Services Division

- Apiaries must be registered with the State of Tennessee by the time of the application period (October 1 – 7, 2021). Contact TDA State Apiarist at 615-837-5342 for more information.
- If you pack or sell more than (150) gallons of honey per year, you must be licensed and inspected by the State of Tennessee as a food manufacturing facility. Contact TDA Consumer & Industry Services Division at 615-837-5153 for more information.

## Honey Bee Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Honey Bee projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, approved applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2022. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Honey Bee Special Requirements** – applicant must complete one (1) of the following UT Master courses to qualify for 50%

- Master Beekeeper
- Master Farm Manager
- Master Farm Health & Wellness
- **Recertification is required if course was completed prior to 2018.**
- Certificate must be in the name of the applicant applying for cost share funding.
- Contact your local UT Extension Agent if you are unsure the year your master certificate was issued.
- Visit [epp.tennessee.edu/masterbee/](http://epp.tennessee.edu/masterbee/) for more information about the Master Beekeeper.

## What Honey Bee Projects Qualify for TAEP?

The proposed activity must encompass quality expansion or improvement of pollination or honey production. The eligible categories are: apiary expansion, honey processing equipment, pollination services, and honey processing facility. Examples of eligible and ineligible items are provided on p. 11.

### Competitive Projects - Honey Bee

- **Priority is given to long-term projects that focus on improving or increasing production of honey, bees, or hive related products.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Honey Bee Sector

## Eligible Honey Bee Items

### Apiary Expansion

#### Beekeeping supplies

- Queens: one per new hive – re-queening of existing hives is not eligible
- Package bees
- Nucleus colonies – honey bees & boxes

#### Hive or super equipment

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Frames

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Foundation wax

- Deep supers – hive bodies 9 5/8"
- Illinois, Western, Medium supers 6 5/8"
- Shallow supers 6 1/4"

#### Hive accessories

- Telescoping covers, Western, or flat covers
- Bottom boards

- Division board feeders
- Entrance feeder
- Top feeders
- Queen excluders
- Entrance reducers
- Metal frame spacers
- Metal rabbets
- Eyelets
- Frame wire
- Pollen traps

### Honey Processing Equipment

Band heaters  
Bottling bucket kit  
Capping scratchers  
Containers – 5 or more gallons and usually stainless steel  
Drum handling truck  
Extractors – motorized recommended  
Gates for honey storage  
Honey bottling valve  
Honey dispensing tanks  
Honey filter

Honey refractometer  
Immersion heaters  
Strainers  
Un-cappers  
Uncapping knives  
Wax melters

### Pollination Services

All items and equipment listed in above sections are also eligible under the pollination services.  
Trailers – size cannot be larger than needed for the number of colonies.

### Honey Processing Facility\*

*Requirement-thirty (30) registered and existing colonies with five (5) years experience - see p.10*  
Building materials to construct a licensed facility.

Labor is only eligible for infrastructure projects. In order to be eligible for cost share reimbursement, labor must be quoted and performed by a contractor.

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.
- To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

*\* Include dimensions and designs with project proposal.*

## Ineligible Honey Bee Items – Most commonly requested

Bee brush  
Bee escapes  
Bee go – product for moving bees out of supers  
Bee hats  
Beekeeping gloves  
Bees for resale  
Beetle boards  
Brood builder  
Comb cutters  
Corn syrup  
Coveralls  
Diagnostic kits  
Electric embedder  
Equipment for resale  
Frame/form board  
Frame cleaner  
Frame grip(s)

Frame fixers  
Frame holders  
Frames for resale  
Frame spacing tool  
Fume boards  
Grafting tools  
Hive tools  
Honey containers  
Jars and caps  
Labels  
Mailing cages  
Maxant hive tools  
Medications  
Packaging  
Plastic queen cell cups  
Observation hives  
Queen cell protectors  
Queen clipping scissors

Queen paint markers  
Replacement of equipment/bees/existing items or structures of any kind  
Ross rounds  
Section scraping tools  
Small hive beetle traps  
Smokers  
Smoker bellows  
Smoker materials  
Sting kill swabs  
Sugar  
Swarm traps  
Sweat bands  
**Used equipment**  
Used materials  
Veils

# Horticulture Sector

## Who is a Horticulture Producer?

For the purposes of TAEP, an eligible Horticulture operation is involved in the production of tree/plant stock for sale and is aimed at increasing profitability of the operation.

- Tree farms
- Nurseries
- Plant farms

## Horticulture Applicant Requirements

### Experience

- The applicant's business must produce the majority of their plants from seed or cutting to finished product.
  - Businesses who make the majority of their gross sales from plants purchased for resale are not eligible.

### TDA Consumer & Industry Services Division

- Producers must meet all state and local regulatory requirements at time of application submission (October 1 – 7, 2021).
- Applicants producing nursery stock, greenhouse plants, turf grass, etc. must be licensed by the State of Tennessee.
  - Contact the TDA Consumer and Industry Services Division at 615-837-5137 for more information on required permits.

## Horticulture Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Horticulture projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2022. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Horticulture Special Requirements** – applicant must complete one (1) of the following UT Master courses to qualify for 50%

- Master Nursery Producer (TMNP)
- Master Farm Manager
- Master Farm Health & Wellness
- **Recertification is required if course was completed prior to 2018.**
- Certificate must be in the name of the applicant applying for cost share funding.
- Contact your local UT TMNP Coordinator's office at 865-974-7152 if you are unsure the year your TMNP certificate was issued.
- Visit [ag.tennessee.edu/plantsciences/Pages/AFulcher/TMNP.aspx](http://ag.tennessee.edu/plantsciences/Pages/AFulcher/TMNP.aspx) for more information about the Master Nursery Producer.

## What Horticulture Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 13.

### Competitive Projects - Horticulture

- **Priority is given to long-term projects that focus on improving or increasing production.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Horticulture Sector

## Eligible Horticulture Items

Aeration system – flowers	Heater – greenhouse	Sod harvester
Cold frames*	High tunnel/hoop house*	Soil mixer
Cold storage*	Irrigation	Spray equipment
• Walk in cooler	• Controller system	Sprayer
• Components	• Filter system	Thermal tag printer – horticulture only
Container production area*	• Overhead/drip	Thermostat – greenhouse
Drying house – flowers*	• Pivot	Tree baler – standing
Fan – greenhouse	• Pond liner	Tree claw
Fertilizer equipment	• Pump	Tree lifter/shaker
Field planter	Lighting – not for aesthetics	Tree hauling wagons
Gravel – geotextile preferred	• Greenhouse*	Tree spade
• Foundation*	Loading area/dock*	Tree transplanter
• Propagation area*	Packing facility*	Tree trimmer
• Container production	Packing line equipment	Water level control
Greenhouse *	Potting building*	Water storage tanks
• Covering	Potting wagon	Website development – no fees
• Overwintering	Propagation building*	Wood boiler
• Shade system	Propagation mats	
• Structure	Rolling carts	

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.
- To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

\* Include dimensions and designs with project proposal.

## Ineligible Horticulture Items – Most commonly requested

Advertising	Insecticides	Replacement of existing/damaged/aged nursery/tree/plant stock
Brochures	Labor – applicant	Replacement of equipment/irrigation/ existing items or structures
Building – storage	Landscaping	Renovations – of existing structures
Catalogs	Land – clearing of	Seeds – produce, nursery, flowers, etc.
Chemicals	Livestock	Software
Computers	Maintenance of existing structures, equipment, items, etc.	Soil/mediums
Containers – bottles, pots, packaging	Meeting expenses	Solar power equipment
Drip tape	Merchandise	Store – general
Driveways, trails, paths, roads, etc.	Motorized vehicles – ATV, forklift, tractor	Trade show display and expenses
Electrical consumption	Mower	Trailers – livestock; utility
Fees – membership	Office equipment	<b>Used equipment</b>
Fencing	Paper chain pots	Water source creation – ponds/wells
Fertilizer	Permits	Website – annual, domain, or hosting fees
Fuel	Pesticides	
Giveaway items	Plants – liners/plugs	
Golf cart	Product development	
Growing buckets/pots	Property – purchase or debt payment	
Hemp projects		

# Organic Sector

## Who is an Organic Producer?

For the purposes of TAEP, an eligible Organic operation is involved in the production and sale of certified USDA Organic products (fruits, vegetables, and meats) and is aimed at increasing profitability of the operation. Applicant must be certified USDA Organic or working towards certification to qualify. Certification must be current at the time of reimbursement request.

- Organic fruit producer
- Organic viticulture producer
- Organic vegetable producer
- Organic farm fresh meat producer

## Organic Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Organic projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2022. The registered name for the certificate/letter must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**USDA Organic Certification** – applicant must be certified USDA Organic (certificate and current letter of compliance) at time of reimbursement to be eligible for 50% cost share. *See p. 24 for contact information regarding organic certification agencies near Tennessee.*

## What Organic Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 15.

### Competitive Projects – Organic

- **Priority is given to long-term projects that focus on improving or increasing production.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

TAEP staff will coordinate with UT Extension and USDA to verify organic compliance. Applicants need to send a copy of their USDA Organic certificate and most current letter of compliance for TAEP records.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Organic Sector

## Eligible Organic Items

Fan – greenhouse  
Fertilizer equipment  
Field planter  
Flail mower  
Fruit stock - new expansion only

- Apples
- Blackberries
- Blueberries
- Peaches
- Grapes
- Raspberries

Gravel – geotextile preferred

- Foundation
- Propagation area

Greenhouse\*

- Structure
- Hydroponic
- Overwintering
- Shade system

Heater – greenhouse  
High tunnel/hoop house\*  
Irrigation

- Controller system
- Filter system
- Overhead
- Pivot
- Pump
- Water level control
- Water storage tanks

Lighting – not for aesthetics

- Greenhouse

Loading area/dock\*  
Mulch machine  
Mulch layer/lifter  
Packing facility\*  
Packing line equipment  
Pond liner – irrigation system  
Production line equipment

Roller crimper  
Signs\*  
Sink – produce washing  
Soil mixer  
Spader  
Spray equipment  
Sprayer  
Thermostat – greenhouse  
Trellis materials  
Walk in cooler\*  
Website development – no fees  
Wood boiler

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.  
To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

*\* Include dimensions and designs with project proposal.*

## Ineligible Organic Items – Most commonly requested

Advertising  
Alcohol production equipment  
Brochures  
Building – storage  
Certifications through TDA  
Chemicals  
Computers  
Containers – bottles, pots, packaging  
Drip tape  
Driveways, trails, paths, roads, etc.  
Electrical consumption  
Fees – membership  
Fencing  
Fertilizer  
Fuel  
Giveaway items  
Golf cart  
Growing buckets/pots

Hemp projects  
Insecticides  
Labor – applicant  
Landscaping  
Land – clearing of  
Livestock  
Maintenance of existing structures, equipment, items, replacing existing/damaged/aged fruit/plant stock, etc.  
Meeting expenses  
Merchandise  
Motorized vehicles – ATV, forklift, tractor  
Mower  
Office equipment  
Paper chain pots  
Permits  
Pesticides  
Plants – liners/plugs

Product development  
Property – purchase or debt payment  
Replacement of existing/damaged/aged fruit/plant stock  
Replacement of equipment/irrigation/ existing items or structures  
Renovations – of existing structures  
Seeds – produce, nursery, flowers, etc.  
Software  
Soil/mediums  
Store – general  
Trade show expenses  
Trailers – livestock; utility  
**Used equipment**  
Water source creation – ponds/wells  
Website – annual, domain, or hosting fees





# Value-Added Products Sector

## Who is a Value-Added Products Producer?

For the purposes of TAEP, an eligible Value-Added business produces products for sale that use raw foods or fibers produced by their agricultural operation. Applicants must use agricultural products that have been grown on their farm as primary source of the value-added product. Businesses within the sector include a variety of products such as:

- Cheese
- Clothing
- Crafts
- Farm fresh meats
- Ice cream
- Jams
- Jellies
- Relishes
- Salsa
- Wine
- Other

## TDA Consumer & Industry Services Division Requirements

- Applicants producing processed foods, meats, dairy, and related products must be licensed and inspected by the State of Tennessee as a food manufacturing facility if applicable.
- Contact the TDA Consumer and Industry Services Division at 615-837-5125 for more information on state regulations.

## Value-Added Products Producer Cost Share Opportunities

### Standard Producer – 35% Cost Share - \$12,000 Reimbursement Maximum

All approved applicants with Value-Added Products projects are eligible for 35% cost share. There are no special requirements for 35% cost share.

### Master Producer – 50% Cost Share - \$12,000 Reimbursement Maximum

To be eligible for 50% cost share, applicant must complete special requirements prior to the program reimbursement request deadline of August 1, 2022. The name registered for the special requirement must be the same name as the individual applying for cost share funding.

### Special Requirements for 50% Cost Share

**Value-Added Special Requirements** – applicant must complete one of the following options to qualify for 50%

**Option #1:** Value-Added educational courses (2) – applicant must attend two eligible events; see special requirements list

**Option #2:** UT Master certification (1): Farm Manager, Farm Family Health & Wellness

- Applicant must have participated in special requirements from 2018 – 2022.
- The name registered for the special requirement must be the same name as the individual applying for cost share funding.
- The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23.
- Recertification is required if master course was completed prior to 2018.
- Contact your local UT Extension Agent if you are unsure the year your master certificate was issued.

## What Value-Added Projects Qualify for TAEP?

The proposed activity/project must encompass quality expansion or improvement of the applicant's farm and business. The eligible categories are: farm infrastructure, specialty equipment, and marketing. Examples of eligible and ineligible items are provided on p. 17.

### Competitive Projects – Value-Added Products

- Priority is given to long-term projects that focus on improving or increasing production.
- **Producers that are producing 100% of the raw food or fiber product(s) to be used in their value-added enterprise are given priority over off-farm sourcing of raw product.**
- Marketing projects that are long-term in nature are allowed but are not considered as competitive as those involving production.
- Only complete applications that include sufficient information will be considered for evaluation.

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Value-Added Products Sector

## Eligible Value-Added Items

Cold storage*	Loading dock*	Refrigerators
E-Commerce development	Packaging equipment	Refrigerated trailers (enclosed trailer only)
Freezers*	Pasteurizers	Retail shelter*
• Walk-in	Processing areas*	Website development – no fees
• Chest	Processing equipment	Winemaking equipment
Hand washing areas* – for food safety	Range/stove	

- Not all eligible items are listed; please contact the Producer Diversification Coordinator for project eligibility or clarification prior to applying for TAEP cost share.
- All eligible items requested may not be approved due to the competitive evaluation of the program.
- To ensure long-term investments, items requested must be able to meet the **five (5)** year verification period to be considered for cost share.

*\* Include dimensions and designs with project proposal.*

## Ineligible Value-Added Items – most commonly requested

Advertising	Hemp projects	Packaging
Brochures	Ingredients	Permits
Building – storage	Items for resale	Product development
Chemicals	Kitchen utensils	Property – purchase or debt payment
Computers	Labels	Replacement of equipment/existing items
Containers – bottles, pots, packaging	Labor – applicant	or structures of any kind
Driveways, trails, paths, roads, etc.	Landscaping	Renovations – of existing structures
Electrical consumption	Land – clearing of	Rent
Fees – membership	Livestock	Software
Fencing	Maintenance of existing structures,	Store – general
Fertilizer	equipment, items, etc.	Trailers – livestock; utility
Fuel	Merchandise	<b>Used equipment</b>
Giveaway items	Motorized vehicles – ATV, forklift, tractor	Water source creation – ponds/wells
Golf cart	Office equipment	Website – annual, domain, or hosting fees

# Preparing Application B

## Things to Consider Before Applying

### Know what to expect

Read the Producer Diversification Overview (p. 3) which highlights the key aspects of the program.

### Determine if you are eligible to apply

Basic eligibility requirements and rules are featured on pp. 4 & 5. Review criteria for each sector. Each sector has a definition of who qualifies as a producer and sector specific applicant requirements.

### Determine if there is opportunity within this cost share program for your operation

One key element of this program is that it allows the producer to customize their project(s) according to the needs of their operation. Think about what improvement or expansions are needed to assist in increasing your farm income. Determine if this project is eligible for cost share within the program guidelines.

If the project is eligible, research the cost of the project and decide if your operation can afford to do this project. Your project may be eligible for cost share if approved, but the financial liability of completing the project is your responsibility. Approved projects must be completed prior to requesting reimbursement. **Cost share funding is not provided prior to project completion.**

The program timeline is another factor to consider. You will apply for cost share during the application period (October 1 – 7, 2021). Approval notifications will be announced in mid-December. Reimbursement packets will be mailed in January 2022. If you plan to complete the project regardless of whether it is approved for cost share, the earliest you may start your project is October 1, 2021. Invoices dated **prior** to October 1, 2021 are not eligible per TAEF Reimbursement Requirements.

The reimbursement request deadline is August 1, 2022. Your approved project(s) must be fully completed and reimbursement materials submitted by this deadline to be considered for cost share funding. **It is recommended you submit your reimbursement request as soon as your project is complete.** It is not necessary to wait until the reimbursement request deadline. Processing payments can take longer at deadline time due to the high volume of requests received.

### Make the most of application tools to maximize your chances of approval

This program is competitive by industry sector. Each application will be reviewed by a committee and compared to other proposals within each sector. Your ability to describe your operation and justify how your project(s) will benefit your operation is important to increasing your chances of approval.

Applications must merit financial support, clearly state objectives, provide a sound work plan, and prove applicant expertise necessary to successfully complete project(s). **Only complete applications that include sufficient information will be considered for evaluation.** An on-site visit or meeting may be required as part of the evaluation process. **All committee decisions are final.**

**It is recommended to request the proposal questionnaire template** (see p. 19 – required materials). This template provides the format and questionnaire required for your proposal. The proposal instructions (pp. 20 – 21) give key points to address within each question. Remember that the proposal is your opportunity to share who you are, what you do, and how your operation will benefit from cost share assistance.

Provide a comprehensive, yet concise, answer on each section of the questionnaire. Research all project costs and provide cost sources along with cost estimates. **Incomplete information is the number one reason for not receiving cost share funds.** Ask someone to review your application materials for completeness. Please note that TDA staff cannot review proposals prior to submission.

Communication is the key to success. Please contact TAEF directly if you have any questions or concerns by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov). The reference list on p. 24 provides additional resources.

# Preparing Application B

## Required Application Materials

### 1. Application B Form (pp. 25 – 26)

- Complete all sections of the form, date, and sign
- Special requirements for 50% cost share must be in the name of the individual applying for cost share

### 2. Proposal (pp. 20 – 21)

- Download a copy of the application proposal template online at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification. A copy may also be requested by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov).

This template provides the required format for preparing your written proposal. It outlines your agricultural operation(s), marketing plan, proposed project(s), and line-item budget(s).

### 3. Project budget and cost quotes (p. 21)

- Research all costs associated with each project
- Secure cost quotes for each project request - from potential vendors (weblinks will not be accepted)
- Outline project costs in a line-item budget format

Written cost estimates from each vendor/supplier are also required with the application proposal. Researching all costs associated with each proposed project is extremely important. **Weblinks will not be accepted** as quotes. Links may expire or are broken and the committee is unable to see the items proposed.

Providing a line-item budget allows the review committee to make adjustments to the budget if there are items listed which are not approved. This allows for a partial project approval if needed. Funding allocation is based upon the final approved budget and the cost share percentage requested. Allocation amounts cannot exceed the program maximum.

### 4. Other support materials (p. 21) – if applicable

- Designs – required for infrastructure projects; *must include designs and dimensions*
- Pictures – “before” pictures are helpful to illustrate why expansion or enhancement is needed
- Graphic mock ups/examples - required for signage/marketing projects; *must include design with dimensions*

## How to Submit

### Make a copy of your application materials for your records and submit the original by mail.

Please consider using a traceable method of delivery if mailing your application. For example, USPS Certified Mail with Return Receipt method will provide the sender with evidence of delivery (to whom the mail was delivered and date of delivery).

- Applications will not be accepted if faxed or emailed.
- Applications are ineligible if postmarked or received prior to October 1 or after October 7, 2021.
- Hand delivery to TDA, Holeman Building, 424 Hogan Road, Nashville, TN 37220 between October 1 – 7, 2021 during normal business hours

## Mailing Address

TN Dept of Agriculture, TAEP 2021 – App B, P.O. Box 40627, Nashville, TN 37204

## Review Process

Application B cost share requests are evaluated on a competitive basis by industry sector. Committee reviews begin once all applications are received and processed for evaluation. Applications must merit financial support, clearly state objectives, provide a sound work plan, and prove applicant expertise necessary to successfully complete project(s). **Only complete applications that include sufficient information will be considered for evaluation.** An on-site visit or meeting may be required as part of the evaluation process. **All committee decisions are final.**

Approved applicants will receive a revised budget with reimbursement documentation. The revised budget indicates approved items per committee review, cost share allocation amount, and status of special requirement participation. All committee decisions are final.

# Application B - Proposal Instructions

- Typing your proposal is recommended.
- Answer each section of the proposal questionnaire as completely as possible.
- Submit a complete application. Required materials include:
  - TAEP Application B Form
  - Proposal Questionnaire
  - Project Budget
  - Project Cost Quotes - from potential vendors (weblinks will not be accepted)
  - Additional information (designs, diagrams, dimensions, and/or photos), if applicable.
- Only complete applications that include sufficient information will be considered for evaluation.
- Request an electronic copy by emailing [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov) or download a copy of the application proposal template online at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification.
- Contact TAEP if you have any questions about completing the proposal.

## 2021 Producer Diversification Proposal Questionnaire - REQUIRED

**Do not write/type answers below. Please request a template.**

**The following is the template for the proposal. Typing your proposal is recommended. See instructions to secure a proposal questionnaire template by email or by downloading. If submitting a handwritten proposal, use the template outline and write out each question along with the answer on separate sheets of paper. Do not write answers below.**

### 1. Agriculture Operation

- What is the name of your operation and the year it was established?
- Explain how your operation began and describe the current services/products it provides.
- What facilities/structures does the operation currently have? Indicate existing structures, parking, restrooms, and lighting. If applying for honeybees, provide the number of existing hives and processing equipment.
- Provide approximate gross sales income generated from this operation for **each** of the past three years (2018, 2019, and 2020). List any additional income earned not related to the project sector separately with a brief explanation of income type.

Example: Beef Cattle Operation (2018) \$0, (2019) \$2,000. (2020) \$7,000

2018	2019	2020
\$	\$	\$

e. Indicate if your operation is involved with any other agriculture production. *Specify number of acres/head and type of products/livestock produced. If applicable, provide annual gross income generated for each additional production type.*

### 2. Marketing Plan

- How do you promote your operation?
- Where are your products/services currently being sold at or will be sold?

**Do not write/type answers on booklet pages. These will not be accepted as a complete application. Please request an electronic template. See above instructions on requesting a template.**

— — — — — proposal continued next page — — — — —

# Application B - Proposal Instructions

## 3. Proposed Project(s)

- Describe each proposed project in detail.
- Explain how each project will improve or expand your operation.
- Describe the timeline of your project(s). *Project completion is required by the program deadline.*

## 4. Proposed Budget, Cost Quotes, & Additional Information

- Budget** – provide a detailed, line-item budget for each proposed project using the template below
- Cost quotes** – Attach written cost estimates from each potential vendor/supplier for each item listed in the budget. **Weblinks will not be accepted as quotes.** Links may expire or are broken and the committee is unable to see the items proposed.
- Additional information** – include support materials to further illustrate your project (designs, diagrams, dimensions, graphics, and/or photos), if applicable

Example of a Proposed Budget for Master Producer

Item Description	List Source of Cost Quote Attach Cost Quote	QTY	Total Cost	%	Amount Requested
Peach tree liners	The Peach Seed Co.	300	\$9,000	50%	\$4,500
Fruit press	Jacto, Inc.	1	\$2,500	50%	\$1,250
TOTAL			\$11,500		\$5,750

Example of a Proposed Budget for Standard Producer

Item Description	List Source of Cost Quote Attach Cost Quote	QTY	Total Cost	%	Amount Requested
Retail shelter	ABC Builders	20'x20'	\$31,000	35%	\$10,850
Safe way area	Safety First LLC	4	\$1,400	35%	\$490
TOTAL			\$32,400		\$11,340

- The amount of your cost share allocation will be based upon cost quotes for items approved.
- Requested amount cannot exceed program maximum of \$12,000.
- Any purchase made prior to October 1, 2021 is not eligible for cost share.
- Used equipment, used materials, and leased equipment are not eligible.

# Special Requirements for 50%

To be eligible for 50% cost share, the approved applicant must complete special requirements **prior** to the program reimbursement request deadline (August 1, 2022). Special requirements focus on education and include conferences, courses, events, workshops, and specific certifications. **The applicant must have participated in educational programs or recertification from 2018-2022.** The name registered for the special requirement must be the same name as the individual approved for cost share funding.

## Special Requirements by Sector

### Agritourism

- Option #1:** Agritourism educational courses (2) – applicant must attend two eligible events
- Option #2:** UT Master certification (1): Farm Manager, Farm Family Health & Wellness

### Fruit & Vegetable

- Option #1:** Fruit & Vegetable educational courses (2) – applicant must attend two eligible events
- Option #2:** UT Master certification (1): Farm Manager, Farm Family Health & Wellness
- Option #3:** GAP certification – applicant must provide certificate and current letter of compliance of time of reimbursement

### Honey Bee

- UT Master certification (1): Beekeeper, Farm Manager, Farm Family Health & Wellness

### Horticulture

- UT Master certification (1): Nursery Producer, Farm Manager, Farm Family Health & Wellness

### Organics

- USDA Organic certification – applicant must provide USDA Organic certification and current letter of compliance at time of reimbursement

### Value-Added Products

- Option #1:** Value-Added educational courses (2) – applicant must attend two eligible events
- Option #2:** UT Master certification (1): Farm Manager, Farm Family Health & Wellness

## Special Requirements List

This list features eligible courses and events from 2018-2022 for the Agritourism (Agri-T), Fruit & Vegetable (F&V), and Value-Added Products (VAP) sectors. This list posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and is updated when new courses are added. See p. 23.

### How to register for special requirement courses?

The University of Tennessee Institute for Agriculture's **Center for Profitable Agriculture (CPA)** administers the majority of the courses offered. Visit [cpa.utk.edu](http://cpa.utk.edu) and click on workshops under the educational events tab.

**Cornell University** offer GAPs Online Produce Safety Training course. Visit [gaps.cornell.edu](http://gaps.cornell.edu) for more information.

**Produce Safety** Alliance Grower Training Workshop is held yearly. Visit [vegetables.tennessee.edu/food-safety/](http://vegetables.tennessee.edu/food-safety/) for more information.

**It is the applicant's responsibility to ensure courses are eligible for TAEP special requirements.**

*The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23.*

Please contact [producer.diversification@tn.gov](mailto:producer.diversification@tn.gov) for more information on special requirements.



# Special Requirements for 50%

Producer Diversification - Special Requirements List			
Sector	Event	Month	Year
Agri-T, F&V, VAP	CPA - Improve Communication/Build Better Relationships with Real Colors	January	2018
Agri-T, F&V, VAP	CPA - Farmers Market Boot Camp	Jan/Feb	2018
Agri-T, F&V, VAP	Pick Tennessee Conference	February	2018
F&V	Produce Safety Alliance Grower Training	February	2018
Agri-T, F&V, VAP	CPA - Food for Profit	March	2018
Agri-T, F&V, VAP	CPA - Improve Communication/Build Better Relationships with Real Colors	March	2018
Agri-T, F&V, VAP	CPA - Record Keeping for Successful Value-Added Enterprises	March/July	2018
Agri-T, F&V, VAP	UT - QuickBooks Financial Record Keeping (Dallas Manning)	July	2018
Agri-T, F&V, VAP	CPA - Device Ready Program	August	2018
F&V	Cornell Online GAPs course - 1/2 of a credit	October	2018
F&V	Produce Safety Alliance Grower Training	Oct/Nov	2018
F&V	Cornell Online GAPs course - 1/2 of a credit	Nov/Dec	2018
Agri-T, F&V, VAP	CPA - Facebook 101 for Direct Farm Marketers	Nov/Dec	2018
Agri-T, F&V, VAP	CPA - Developing a Sustainable Business Workshop Series	Jan/Feb	2019
Agri-T, F&V, VAP	CPA - Farmers Market Boot Camp	Jan/Feb	2019
Agri-T, F&V, VAP	CPA - Food for Profit	Jan/Feb	2019
Agri-T, F&V, VAP	Pick Tennessee Conference	February	2019
F&V	Produce Safety Alliance Grower Training	February	2019
Agri-T, F&V, VAP	UT - QuickBooks Financial Record Keeping (Dallas Manning)	July	2019
F&V	Cornell Online GAPs course	Aug/Oct	2019
Agri-T, F&V, VAP	CPA - Got Farm Records...Now What?	Sept/Oct/Nov	2019
F&V	Produce Safety Alliance Grower Training	November	2019
Agri-T, F&V, VAP	CPA - Got Farm Records...Now What?	Jan/Feb	2020
Agri-T, F&V, VAP	Pick Tennessee Conference	February	2020
F&V	Produce Safety Alliance Grower Training	February	2020
Agri-T, F&V, VAP	Appalachian RC&D Council's Field School	Summer/Winter	2020
Agri-T, F&V, VAP	UT - QuickBooks Financial Record Keeping (Dallas Manning)	January	2020
Agri-T, F&V, VAP	CPA - Considerations for Growing and Marketing Grapes in TN	Jan/Feb/Apr	2020
Agri-T, F&V, VAP	CPA - Farmers Market Boot Camp	March	2020
F&V	Produce Safety Alliance Grower Training	April	2020
F&V	UT - Undercover Tomato Production Short Course	March	2020
Agri-T, F&V, VAP	TFVA - Small Farm & Producer Food Safety Workshop	March	2020
Agri-T, F&V, VAP	CPA - Starting a Food Manufacturing Business in Tennessee	November	2020
Agri-T, F&V, VAP	CPA - Exploring Agritourism for Your Farm	December	2020
Agri-T, F&V, VAP	CPA - MarketReady Virtual Workshop Series	December	2020
Agri-T, F&V, VAP	CPA - Starting a Food Manufacturing Business in Tennessee	Jan/Apr/May/Aug	2021
Agri-T, F&V, VAP	CPA - MarketReady Virtual Workshop Series	Jan/Jun	2021
F&V	Produce Safety Alliance Grower Training	Jan/Feb/Mar	2021
Agri-T, F&V, VAP	CPA - Exploring Agritourism for Your Farm	Mar/Apr/Aug	2021
Agri-T, F&V, VAP	UT - QuickBooks Financial Record Keeping (Dallas Manning)	June/July	2021
Agri-T, F&V, VAP	Pick Tennessee Conference	February	2022
(List current as of July 2021)			

# References

TAEP Producer Diversification .....	615-837-5347
	615-837-5346
TDA State Apiarist .....	615-837-5342
TDA Value – Added Meats Business Consultant .....	615-837-5309
UT Master Beekeeper Program .....	<a href="http://epp.tennessee.edu/masterbee/">epp.tennessee.edu/masterbee/</a>
UT Center for Profitable Agriculture (CPA) .....	931-486-2777 <a href="http://cpa.utk.edu">cpa.utk.edu</a>
UT/TSU Extension .....	865-974-7114 <a href="http://utextension.tennessee.edu">utextension.tennessee.edu</a> or <a href="http://www.tnstate.edu/extension">www.tnstate.edu/extension</a> for your local UT/TSU Extension Office
UT Mastery Nursery Producer Program (TMNP).....	865-974-7152 <a href="http://ag.tennessee.edu/plantsciences/Pages/AFulcher/TMNP.aspx">ag.tennessee.edu/plantsciences/Pages/AFulcher/TMNP.aspx</a>
UT Organics .....	865-974-7324 <a href="http://organics.tennessee.edu">organics.tennessee.edu</a>
Good Agricultural Practices (GAP) Certification .....	865-974-7274
Pick TN Products .....	<a href="http://picktnproducts.org">picktnproducts.org</a>

## Organic Certification Agencies near Tennessee:

Quality Certification Services (QCS) .....	352-377-0133 <a href="http://www.qcsinfo.org">www.qcsinfo.org</a>
Georgia Crop Improvement Association (GCIA).....	706-542-2351 <a href="http://www.georgiacrop.com">www.georgiacrop.com</a>
USDA National Organic Program (NOP).....	202-720-3252 <a href="http://www.ams.usda.gov/NOP">www.ams.usda.gov/NOP</a>
Tennessee Small Business Development Center.....	877-898-3900 <a href="http://www.tsbdc.org">www.tsbdc.org</a>

## 2021 TAEP Cost Share – Application B

### Producer Diversification

Official Use Only

*Important! This form will be scanned. Please complete in CAPITAL LETTERS using a black or dark blue ink pen. Do not use a felt tip pen, pencil, or marker. Leave boxes blank to indicate spaces. Please do not write outside the boxes.*

## 1. APPLICANT INFORMATION

Last Name: \_\_\_\_\_

First Name:

Middle Name:

Title: ☐ MR ☐ MRS ☐ MS ☐ MISS Suffix: ☐ JR ☐ SR ☐ II ☐ III ☐ IV

Social Security Number – Last four digits only: **X X X** – **X X** –

*This is for identification purposes ONLY. Applicant will provide taxpayer information at time of reimbursement.*

Mailing Address:

City:

State: Zip: Farm County:

Home Address:

City:

State: Zip:

Home Phone: [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ] Cell Phone: [ ] [ ] [ ] [ ] - [ ] [ ] [ ] [ ] [ ] [ ]

**2. FARMING HISTORY:** List the year you started farming your operation:

*Farm Operation Participation - only one person from your farming operation may apply for Application B.*

**3. TAEP PRODUCER NUMBER (TPN):**

**4. INDUSTRY SECTOR:** *Indicate sector(s) that apply to your cost share projects.*

☐ Agritourism ☐ Fruit & Vegetable ☐ Honey Bee ☐ Horticulture ☐ Organic ☐ Value-Added Products

**5. COST SHARE REQUEST AMOUNT:**

*Requested amount cannot exceed program maximum of \$12,000.*

\$ ,

## 6. SPECIAL REQUIREMENTS for 50% cost share

Special requirements are only required if seeking 50% cost share. If only seeking 35%, please skip to #7.

Please indicate the special requirements you have met or plan to meet before the reimbursement deadline of August 1, 2022. Refer to the sector you are applying for (in the application or online) to find which requirements are needed to be eligible for 50% cost share.

SPECIAL REQUIREMENTS			
Project Sector	Course/Event Title	Date	Location

The Producer Diversification Special Requirements List is posted at [www.tn.gov/taep](http://www.tn.gov/taep) in Producer Programs under Producer Diversification and updated when new courses are added. See p. 23.

## 7. PREVIOUS PARTICIPATION

Have you previously applied for any of the following? Check all that apply:

☐ TAEP ☐ Ag Enterprise Fund (AEF)

## 8. APPLICATION B CHECKLIST

Submit a complete application which includes:

☐ TAEP Application B Form

☐ Proposal Questionnaire

☐ Project Budget

☐ Project Cost Quotes - from potential vendors (weblinks will not be accepted)

☐ Additional information (diagrams, dimensions, designs, and/or photos), if applicable

## 9. APPLICANT AGREEMENT

- I understand only one Application B is allowed per farm operation. Federal IRS Schedule F, per person, per application period.
- I certify I am a citizen of the United States of America or lawfully present in the United States.
- I certify I am a Tennessee resident operating a farm located in Tennessee.
- I certify I am at least 18 years old during the application period.
- **I certify I am the only individual from my farm operation applying for Application B.**
- **I certify I have filed a Federal IRS Schedule F (Form 1040) within the last two years (2019 or 2020).**
- I certify my Adjusted Gross Income (AGI) is less than (or equal to) \$900,000 in the tax year 2019 or 2020.
- I certify all applicant information is complete, true, and factual to the best of my knowledge and belief.
- I understand it is my responsibility to ensure that my project is eligible and meets all TAEP criteria.
- I understand providing any false, fraudulent, or misleading information may result in penalties and/or make my operation ineligible to participate in present and/or future Tennessee Department of Agriculture programs for a minimum of five years and may result in civil litigation or criminal prosecution.
- I have reviewed and understand all the guidelines listed in this application booklet.

Print Name:

Date:  /  /  Signature:

- Applicant will be notified in writing of approval or denial of application by mid-December
- It is recommended to make a copy and mail the original using a traceable method of delivery
- Paper applications must have a postmark date ranging from October 1 - 7, 2021
- Mail to: **TDA, TAEP 2021 – App B, P.O. Box 40627, Nashville, TN 37204**

# Additional TAEP Programs

The following cost share programs are also offered by TAEP.

- Dairy Solutions
- Genetics
- Hay Equipment
- Herd Health
- Livestock Equipment
- Livestock Solutions
- Row Crop Solutions
- Permanent Working Structures
- Poultry Grower

Please contact [taep.online@tn.gov](mailto:taep.online@tn.gov) for additional information.

## **Nondiscrimination**

The Tennessee Department of Agriculture prohibits discrimination against persons based on their race, color, national origin, sex, age or disability. Any person alleging discrimination based on a prohibited basis has a right to file a complaint within 180 days of the alleged discrimination with the Tennessee Department of Agriculture and/or the Tennessee Human Rights Commission. For more information contact Human Resources at 615-837-5116.

## **Public Disclosure**

Under Tennessee's Public Records law, information provided to the state becomes public record and is open to public inspection unless otherwise protected by state or federal law.

A public record is defined as all documents or materials, regardless of physical form or characteristics made or received in connection with the transaction of official business by any governmental agency. Please be aware that information collected by the Tennessee Department of Agriculture could be made available to the public upon request by any citizen of the state. Requests for public records will be examined for compliance with public record laws.

# TAEP Contact Information

dairy.solutions@tn.gov  
hay.equipment@tn.gov  
herd.health@tn.gov  
livestock.equipment@tn.gov  
livestock.genetics@tn.gov  
livestock.solutions@tn.gov  
poultry.grower@tn.gov  
producer.diversification@tn.gov  
rowcrop.solutions@tn.gov  
working.structures@tn.gov  
taep.online@tn.gov

## **Tennessee Agricultural Enhancement Program**

Tennessee Department of Agriculture • Ellington Agricultural Center  
P.O. Box 40627 • Nashville, TN 37204

## **Information Line**

# 1.800.342.8206



Physical Address:

Ellington Agricultural Center Holeman Building • 424 Hogan Road • Nashville, TN 37220



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